



#### Document

**Reference:** For further information, check the SMC Land Use Code.

# Street Improvement Permitting Process for Construction in the Public Right-of-Way

If you are developing within the City of Seattle, the Seattle Municipal Code / Land Use Code may require that you install street improvements or public utilities to serve the site. When improvements are not required by the Land Use Code, you may also choose to enhance or modify your existing streetscape. These permanent improvements in the City's public right-of-way are constructed under a Street Improvement Permit issued by the Street Use Division of Seattle Department of Transportation to private parties or to public agencies. Examples of these kinds of improvements are public sewers, storm drains, water mains, street drainage facilities and curbs, sidewalks, and street or alley paving.

Construction plans for major and permanent improvements must be prepared by a Professional Civil Engineer according to the parameters set out in the Seattle Street Improvement Manual and reference The City of Seattle Standard Plans and Specifications. The plans must be prepared in the format described in Permit Counter Publication 462. The Seattle Department of Transportation Street Use office must approve the plans and issue the permit before construction in the right-of-way may commence. All City costs associated with the Street Improvement Permit are the responsibility of the project permittee. These costs, which include pre-application coordination, permit processing, plan review, inspection, and project close out, are on a time and materials, not a fee basis.



**Contact:** For more information, call (206) 684-5044.

- **Applications for Street Improvement Permits related to New Developments:** Applications for Street Improvement Permits related to new developments may be initiated by appointment with Seattle Department of Transportation's Street Improvement Analyst located in DCLU's Applicant Services Center (ASC), 700 Fifth Avenue Key Tower –20<sup>th</sup> Floor, (206) 684-3679.
- **Applications for Street Improvement Permits NOT related to New Developments:** Applications for Street Improvement Permits NOT related to New developments may be initiated by appointment with Seattle Department of Transportation's Street Improvement Analyst located in the Street Use Office, Key Tower Suite 3700, 700 Fifth Avenue, (206) 684-5044.



**Contact:** For Street Improvement Permits for new developments, call (206) 684-3679.



**Contact:** For Street Improvement Permits not related to new developments, call (206) 684-5044.

## SIX STAGES OF PERMITTING PROCESS:

The six stages of the Street Improvement Permitting Process are as follows:

### I. Pre-Application & Application

**A. Street Improvement scope is established.** The elements of the Land Use Code required street improvements are defined in coordination with DCLU, Seattle Public Utilities, and Seattle Department of Transportation. This early scope identification will allow the development design team to coordinate both the on-site and off-site improvements. Construction must be completed and accepted prior to the recording of legal documents, such as short plats, or prior to the issuance of a Certificate of Occupancy for the development.

**B. Street Improvement schedule is established.** A mutual calendar with milestones will provide the development design team with key dates where milestones need to be completed. This information will allow the development team to set their own schedules for coordinating both the on-site and off-site improvements. A Project Schedule Worksheet will be reviewed and updated during each stage of the permitting process.

**C. Street Improvement cost is established.** The estimated cost for Seattle Department of Transportation's services to process the Street Improvement permit will be prepared. This deposit is to be made payable to the "City of Seattle." A preliminary engineering cost estimate, prepared by the development design team, is required during design development. Both of these estimates will allow the development team to budget the on-site and the off-site project costs.

**D. Pre-Application services are available.** To understand the street improvement requirements and to coordinate the engineering design, review meetings with key City staff will be conducted as necessary or as requested.

**E. Design Criteria.** The references used in the design of Seattle Street Improvements are:

- Seattle Street Improvement Manual
- City of Seattle Standard Plans and Specifications
- Seattle Department of Transportation Publication #280 – Design Guidelines For Public Storm Drain Facilities

**F. Quality Assurance for completed for submittals.** A Street Improvement Analyst and Inspector will visit the site for a 'constructability' check. Afterwards, a plan intake meeting will be set to ensure the engineering plans have adequately included all required street improvement elements and City standards. If the intake meeting is successful, the plan may be submitted for plan checking.

**G. Easements or Dedication of Land.** If your project requires easements or dedication of land for streets, utilities, or a similar public use, consult Seattle Department of Transportation Publication # 615, Dedication of Right-of-Way or Easements. If access to adjacent properties is needed to complete construction of your project, a temporary easement or right of entry is required.

**H. Public Notification.** Notification to adjacent property owners of pending street improvements is required prior to approval of the street improvement plan.

**I. Application Submittal.** A complete application will consist of:

- 1) Complete and coordinated plans
- 2) Project Schedule Worksheet
- 3) Updated engineering cost estimate
- 4) Deposit for City services

## II. Review & Corrections

**A. Plan Review.** Submit a reproducible or sepia of the plans prepared by a professional civil engineer for review. The plans must be prepared according to the City's drafting standards (Publication #462, Plan Requirements for Construction in Public Right-of-Way). A 40 working day review cycle will be incorporated into the Project Schedule Worksheet.



**Document Reference:**

For more information on these packets, call (206) 684-5044.



**Document Reference:**

For further information, check Seattle Department of Transportation Publication # 615- Dedication of Right-of-Way or Easements.



**Document Reference:**

For further information, check Seattle Department of Transportation Publication #462 - Plan Requirements for Construction in Public Right-of-Way.

**B. Coordinated City Review.** Design plans are distributed to approximately 20 review locations, with design engineers and utility companies among the reviewers. Street Use will lead the review of the improvements in the public right-of-way.

**C. Consolidated set of review comments.** A consolidated set of electronic review comments, complete with markup and attachments, will be prepared for response by the development design team. An adequate written response and plan correction must accompany each review comment prior to Street Use accepting the plans for a final check.

**D. Intake meeting to review designer responses.** To better understand the required plan corrections, a meeting may be set to discuss or resolve the review comments.

**E. Submit Final Plans.** After corrections and revisions are approved by the Street Improvement Analyst, submit final plans for the City's permanent records. The final plans must be based on Seattle Department of Transportation mylar sheets, be original drawings or reverse print fixed line photo-mylar plans, and have the professional civil engineer's original seal and the engineer's original signature in permanent ink.

### III. Permit & Bond Preparation & Issuance



#### Document

**Reference:** For further information, check Seattle Department of Transportation Publication #626 – Certificate of Liability, Property Damage Insurance.

**A. Bond submittal.** A surety bond or cash deposit is required prior to issuance of the Street Improvement Permit. The value of the bond is based on the street improvement construction cost and the expense the City may occur as a result of unfinished work, or the potential damage to utilities. Your Street Improvement Analyst will provide a bond to be completed by you and your bonding company. Governmental agencies are exempt from the surety bond requirement.

**B. Provide Liability Insurance.** The permittee shall provide Public Liability/Property Damage insurance covering the activities relating to the permitted work. Coverage shall be a minimum of \$300,000 Bodily Injury Liability (one person), \$1,000,000 Bodily Injury Liability (more than one person) and \$100,000 Property Damage Liability. See Seattle Department of Transportation Publication #626, Certificate of Liability, Property Damage Insurance.

**C. Issuance of Street Improvement Permit.** A Street Improvement Permit is issued to construct the approved plan when the property owner or permittee signs for the permit.

**D. Other Permits.** Seattle Department of Transportation may require other Street Use permits in addition to the Street Improvement Permit, depending on the nature of the project. For example, if an area of a City street or sidewalk outside the construction area will be needed to store equipment or materials, this would be covered under a separate permit.

### IV. Pre-Construction

**A. Pre-construction meeting.** The permittee shall request a pre-construction meeting with the Street Use Inspector at least three weeks before construction will begin. A representative of the owner as well as the contractors and subcontractors must be present at the pre-construction meeting. The design engineer should also be invited to the meeting. The contractor should bring a work schedule of the improvement and any traffic control plans to the meeting.

**B. Survey for construction.** The Street Use Inspector will arrange for a location survey of the improvements at the site by City of Seattle surveyors following the pre-construction meeting.

## **V. Construction & Inspection**

**A. Construction of improvement.** Your project manager or superintendent coordinates the construction activity and works with the Street Use Inspector to complete the work on schedule.

**B. Construction completed.** When the construction is completed, your project manager makes a request for final inspection. The Street Use Inspector will schedule the final inspection by other City sections and compile a punch list (i.e., a list of items or things that need correcting). These other City sections may include: street maintenance, drainage and waste water video taping of the new main and checking structures, traffic control, and street tree inspection.

**C. Completing the punch list items.** When all items from the punch list are completed, a final check is made. The permit is signed off and the inspector's book is turned in for processing of the as-built records.

## **VI. Completion**

**A. Street Use Permit sign-off.** After acceptable completion of the construction deficiencies, the Street Use Permit is signed-off and the construction one-year warranty period commences. If applicable, DCLU's building inspector is notified of the completed right-of-way improvements, a necessary step in the DCLU's issuance of the development's Certificate of Occupancy.

**B. Processing of as-builts.** After City acceptance of right-of-way improvements, the Street Use Inspectors construction notes and measurements are turned in for the as-built markups on the record mylars.

**C. Warranty Period.** According to Seattle Municipal Code, the entire surety bond or cash deposit must stay in force for a period of one year after construction acceptance of the public right-of-way improvements by Seattle Department of Transportation. Eleven months after permit sign-off, the inspector returns to the site to verify that the improvements have remained in the original acceptance condition. If problems exist, the inspector will notify the owner of the required corrections. After any necessary corrections made and after expiration of the one-year warranty period, a letter will be sent to the permit applicant notifying them of the bond release.

### **Seattle Department of Transportation Publications Referenced:**

- Publication #280 - Design Guidelines for Public Storm Drain Facilities
- Publication #462 - Plan Requirements for Construction in Public Right-of-Way
- Publication #615 - Dedication of Right-of-Way or Easements
- Publication #626 - Certificate of Liability, Property Damage Insurance